2 Jun 1948

FUNCTIONAL STATEMENT
FOREIGN DOCUMENTS BRANCH, OFFICE OF OPERATIONS

1. Screens and catalogs foreign-language documents of intelligence value, including foreign periodicals and the press, prior to exploitation.

2. Exploits foreign-language documents including documents in German Military Documents Section, Department of the Army, periodicals, books, pictures, records, and the press for intelligence information.

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3. Determines, within requirements and priorities by area and subject developed by ORE, the sequence of individual exploitation and translation tasks.

4. Coordinates with:

    a. Office of Reports and Estimates for the development of requirements and priorities by area and subject for acquisition, exploitation and translation of foreign-language documents of intelligence value.

    b. Office of Special Operations in jointly determining priorities for special translations for OSO.

    c. Office of Collection and Dissemination in surveying sources of foreign-language documents of potential intelligence value.

5. Maintains technical liaison with similar activities as authorized by Assistant Director for Operations.

6. Prepares abstracts, translations, extracts, summaries and compilations from foreign-language documents to meet established requirements.

7. Furnishes:

    a. To OCD abstracts, translations, extracts, summaries, compilations, Industrial Card File data, bibliographical data, biographical data and Intelligence Catalog Cards resulting from exploitation of foreign-language documents.

    b. To OSO such direct translations as security considerations may require.

8. Provides a central translation service for CIA and plans further development for the purpose of eventually providing such central service for all intelligence agencies.

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9. Makes continuous surveys to discover sources of foreign-language material having a foreign intelligence potential.

10. Recommends disposition of foreign-language documents to which CIA has title.

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